

EMERGENCY ACTION PLAN

for

Facility Name:

Facility Address:

DATE PREPARED:_____

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED OFFICIAL (Highest Ranking Management Personnel at NWS site, such as MIC, OIC, or HIC):

Name: _____ Phone: (____)

EMERGENCY COORDINATOR:

Name: _____ Phone: (____)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: _____ Name: _____ Phone: (____)

Area/Floor: _____ Name: _____ Phone: (____)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: _____ Phone: (____)

Name: _____ Phone: (____)

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following

information is marked on evacuation maps:

1. Emergency exits,
 2. Primary and secondary evacuation routes,
 3. Locations of fire extinguishers, and
 4. Fire alarms pull stations location.
- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT:

PARAMEDICS:

AMBULANCE:

POLICE:

FEDERAL PROTECTIVE SERVICE:

SECURITY (If applicable):

BUILDING MANAGER (If applicable):

UTILITIES

ELECTRIC:

WATER:

GAS (if applicable):

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- OTHER (specify)_____

MEDICAL EMERGENCY

- Call medical emergency number (check applicable):

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ Other

Provide the following information:

- a. Nature of medical emergency.
- b. Location of emergency (address, building, room number)
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in the CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

- If the personnel trained in the First Aid is not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the MSDS and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed).
- Notify the local Fire Department by calling _____.
- If the fire alarm is not available, notify site personnel about fire emergency by the following means (check applicable):

- | | |
|--|--|
| <input type="checkbox"/> Voice Communication | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Phone Paging | <input type="checkbox"/> Other (specify) |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working order and personnel is **trained** to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until competent authority (Designated Official or designee) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless it jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment:_____

Personal Protective Equipment (PPE):_____

Material Safety Data Sheets (MSDS):_____

When a Large Chemical Spill has occurred:

- Immediately notify the Designated Official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company_____

Phone Number_____

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures specified in Section L of the Hazard Communication Program.

BOMB THREAT

When suspicious object has been found:

- Do not handle the object yourself. Immediately call or notify the Emergency Coordinator at _____ and/or the Designated Official at _____.
- Emergency Coordinator or Designated Official shall contact the **Federal Protective Service (FPS)** at **(202) 708-1111**.
- Turn off cellular phones or other radio transmitting equipment in the area. Some explosive devices can be detonated by radio transmissions.
- Ask other personnel to evacuate the area near suspicious object.

When bomb threat has been received by the phone call:

- Attempt to get as much information as possible about the caller (e.g., race, sex, age, speech pattern, accent, etc.), location and the type of bomb, etc.
- When the caller ends the conversation, immediately call the police at and **FPS** at **(202) 708-1111**. Provide the following information:
 1. time of the call,
 2. description of the call, and
 3. your name and phone number.
- Call or notify the Emergency Coordinator and/or Designated Official.
- The Designated Official and/or Emergency Coordinator in conjunction with the police should make a decision about the building evacuation.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued (by sirens or other means), seek inside shelter. Consider:
 1. Small interior rooms on the lowest floor and without windows.
 2. Hallways on the lowest floor away from doors and windows.
 3. Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and glass windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Keep away from overhead fixtures, windows, filing cabinets, electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the Designated Official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the Designated Official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through the flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain in the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site Designated Official or Emergency Coordinator.
- In case emergency situation does not permit any of the personnel to remain at the facility, the Designated Official or other assigned personnel shall notify appropriate NWS offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Office Duty Manual.

The following offices should be contacted:

Name/Location: _____

Telephone Number: _____

Name/Location: _____

Telephone Number: _____

Name/Location: _____

Telephone Number: _____

TRAINING

The following personnel have been trained to ensure safe and orderly emergency evacuation of other employees:

Name	Title	Responsibility	Date